

## QCL Operations Meeting Minutes 20210315

- Operational issues:
  - **DR1:** scroll pump has been tested and is ready to go.
  - Cavities should be ready to be installed next Monday.
  - We should aim to be ready for the DR1 cooldown by the end of next week.
  - **DR2:** waiting for an electrical scan on the wall for installation of brackets.
  - Location of electronics racks for DR2 is under discussion.
  - *Roman* is still trying to figure out how to certify instruments that come w/o NRTL approval tag, e.g., LakeShore meters.
  - There was a discussion on what documents/records to store where: *Redmine* vs. *DocDB* vs. *Teamcenter* vs. *Q-drive*. *DocDB* seems to be appropriate for text documents like preprints, specifications, presentations, instructions, etc. We will continue to utilize *Redmine* for operational issues, elog, DR run records. The run records could be automatically copied to *Q-drive* for convenience of those who are not familiar with *Redmine*. *Teamcenter* is used for all mechanical drawings and should be used for electrical drawings as well.